

**PART I
PROJECT NARRATIVE**

**VIRGIN ISLANDS
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
2006 - 2007**

Section 1 – STATE SENIOR EMPLOYMENT SERVICES COORDINATION PLAN

The United States Virgin Islands as a recipient of Title V funds has become a required partner of the workforce investment system. The Virgin Islands Department of Labor, as the host/sponsor agency for the grant will develop, in consultation with the Department of Human Services, the Human Resource Investment Council (HRIC) and other Community organizations touching the lives of older workers, a support system for the Senior Employment Services Coordination Plan. The support system will attempt to reduce duplication of services and create a more seamless program for persons in our community ages 55 and above (including veterans') that are eligible minorities, have incomes below the poverty level and have the greatest economic and social needs. A major part of the support will be to coordinate, with the local employment agency (Job Service), referral and marketing processes for unsubsidized placement/employment of program participants to meet the performance goal of 29%.

Section 2 – Technical Approach

A. Plan of Action

The plan of action outlined here shall be implemented in accordance with the Department of Labor regulations contained in Title 20, Code of Federal Regulations Part 641, Title V of the Older American Act Amendments of 2000 or Public Law 106-501 and, the Workforce Investment Act of 1998 or Public Law 105-220.

The basic plan of action shall be to conduct a Senior Community Service Employment Program (SCSEP) which will provide subsidized, part-time, community service employment opportunities for elderly, low income individuals in order to prepare them for entry in or re-entry to unsubsidized employment. This project will be operated by the Virgin Islands Department of Human Services through such host agencies as senior recreation, community health and long-term health care, schools and One Stop Career Centers.

1. Recruitment and Selection of Participants

The project accepts applications for enrollment on a continuing basis. These applicants are primarily walk-ins and referrals from other service agencies. A mass recruitment and marketing program will have to be undertaken in PY 2006 because there is some inconsistency in the number of vacancies that existed in PY 2005 and the pending eligible applications. Recruitment will be done through media announcements, referrals from the Employment Service (Job Service), WIA and requests to service agencies.

To be eligible for enrollment, applicants must meet the following criteria:

- At least 55 years of age with an income 125 per cent or less of the poverty guidelines.

Eligibility will be verified through contacts with appropriate agencies for verification of age and income. Adequate documentation will be secured and, through an intake, the applicant will attest that the information given is correct.

The selection of eligible applicants for the projects will be based, in order of priority, on the following:

- a. Individuals at least 60 years old (OAA sec. 516(2); and
- b. A veteran or the spouse of a veteran who died of a service-connected disability; a member of the Armed Forces on active duty who for more than 90 days is listed as missing in action, has been forcibly detained by a foreign government or, has been captured in the line of duty by a hostile force; the spouse of a veteran who died while an evaluated disability was in existence, who meet program eligibility requirements under section 2 of the Jobs for Veterans Act and; the spouse of a veteran with total disability resulting from a service-connected disability

The priorities will occur in the following order:

- 1. Veterans and qualified spouses at least 60 years old
- 2. Other individuals at least 60 years old
- 3. Veterans and qualified spouses aged 55-59; and
- 4. Other individuals aged 55-59

2. Continued Eligibility for Enrollment in the SCSEP

All SCSEP enrollees will be re-certified as to eligibility during the first quarter of the program year. Eligibility records will be maintained and secured in the Project Director's office. All individuals found ineligible because of false information on their intake form will be terminated immediately. Others ineligible for reasons other than falsification of information will be given a month's notice of pending termination. Each individual will be given the reason for the termination and will be informed of their appeal rights.

Individuals being terminated will be provided with assistance in obtaining unsubsidized employment through referral to the local Job Service office. Those who can benefit from additional classroom or occupational skills training will be referred to the Department of Labor's Workforce Development Unit.

3. Physical Examinations

Each senior enrolled in the project will be offered an annual physical examination, as a fringe benefit, through the V.I. Department of Health, public hospitals and/or private physicians and laboratories depending on the location and preference of the enrollee. The cost is included in the project's budget.

New enrollees will be offered a medical examination within 60 days of enrollment through the preceding arrangement. Any individual objecting to a physical shall sign a waiver however if the individual had obtained a medical examination on his or her own the offer will be considered met.

The Project Director will maintain the results of physical exams in a separate file. Results will not be kept in enrollee's file but in a secure file so that confidentiality will be maintained. Participants do not have to give the project the results of the physical examination.

4. Orientation

Each senior enrolled in the project will receive a formal orientation to the project. Such

orientation will provide the new enrollee with information related to the nature and objectives of the project, employment opportunities, supportive services available under the project, such as counseling, etc. Host agencies will receive orientation also. The Department of Human Services will formalize the items listed below and package them for distribution at orientation sessions. A supervisors' package identifying the new data collection system and other requirements as per the Older Americans Act of 2000 will be distributed to each supervisor that accepts an enrollee. A participant/enrollee orientation booklet has been created that demonstrates to seniors the concept of the program without frustrating them because of the lack of basic skills. The orientation shall provide, but need not be limited to the following:

- a. The nature and objectives of the project
- b. Employment opportunities and work assignments available under the project
- c. Training available under the project
- d. Supportive services available under the project
- e. Enrollee's rights and privileges as well as the grievance appeals procedure
- f. Updated information to keep them informed of program developments as needed
- g. Restrictions on political activities

5. Assessment

The assessment of job aptitude, job readiness, job preferences and potential job placement into unsubsidized employment will be done at intake. The Participant Form will be used for initial assessment along with information utilizing case management. The O*NET Assessment Tools have been reviewed and information on the O*NET Academy for staff training and, the tools themselves has been recommended for use by the program bearing in mind the educational and employment history of some of the applicants. Records of assessment results shall be kept in the enrollee's file. The assessment will be reviewed and updated twice a year. A facsimile of the assessment

form is identified below.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

**ASSESSMENT/EVALUATION
SUBGRANTEE CODE VI001**

Island _____

State _____

☐ Assessment

☐ Evaluation

Name: _____

Assessment		
WORK HISTORY (BEGIN WITH MOST RECENT JOB) DATES/YEARS	COMPANY	DUTIES
_____	_____	_____
_____	_____	_____
_____	_____	_____
EXISTING SKILLS		
LOOKING FOR TRAINING IN THE FOLLOWING AREAS		
WILL ACCEPT UNSUBSIDIZED PLACEMENT IN THE FOLLOWING AREAS		
LIMITATIONS		
EDUCATION AND SPECIAL TRAINING NEEDS		

Assessment/Evaluation Page 2	
Evaluation	
TRAINING RECEIVED LAST YEAR	
<hr/>	
SKILLS YOU HAVE LEARNED	
<hr/>	
JOBS APPLIED FOR IN THE LAST YEAR	
<hr/>	
CURRENT ASSIGNMENT: COMMENTS AND RECOMMENDATIONS	
<hr/>	
APPLICANT'S/ENROLLEE'S SIGNATURE	DATE
<hr/>	
PROJECT EMPLOYEE/JOB DEVELOPER'S SIGNATURE	DATE
<hr/>	

OW-91/REV. 11/18/04

**Senior Community Service Employment Program Instructions for
Assessment/Evaluation Form**

Island = Insert the name of the island where the applicant lives or where the assessment is being done.

State = Insert the Virgin Islands

Assessment and/or Evaluation = Insert an X in the assessment box if an assessment is being conducted. Insert an X in the evaluation box if you are evaluating the applicant/enrollee.

Name = Insert the name of the applicant or enrollee.

Assessment

WORK HISTORY = begin with the most recent job applicant/enrollee has had if applicable. Insert dates and/or years of employment, the name of the agency or company and, basic duties of the applicant/enrollee.

EXISTING SKILLS = Insert skills that applicant/enrollee already has.

LOOKING FOR TRAINING IN THE FOLLOWING AREAS = Insert the type of training applicant/enrollee is interested in receiving.

WILL ACCEPT UNSUBSIDIZED PLACEMENT IN THE FOLLOWING AREAS = Insert or indicate the type of jobs applicant/enrollee is seeking and/or will accept.

LIMITATIONS = Indicate the things that would prevent applicant/enrollee from accomplishing their goal (s).

EDUCATION AND SPECIAL TRAINING NEEDS = Indicate the type (s) of educational and training needs that the applicant/enrollee requires.

Evaluation

TRAINING RECEIVED LAST YEAR = Insert the type of training, if any, that applicant/enrollee received last program year.

SKILLS YOU HAVE LEARNED = Insert the skills applicant/enrollee indicate they have acquired.

JOBS APPLIED FOR IN THE LAST YEAR = Indicate the types of jobs applicant/enrollee applied for in the last program year.

CURRENT ASSIGNMENT: COMMENTS AND RECOMMENDATIONS = Insert applicant/enrollee's present assignment and provide recommendations for change, etc. based on evaluation results.

APPLICANT/ENROLLEE SIGNATURE and DATE = Review the information with applicant/enrollee and have applicant/enrollee sign and date the assessment/evaluation form.

PROJECT EMPLOYEE/JOB DEVELOPER SIGNATURE = Individual conducting assessment or evaluation signs and dates the form.

INSERT FORM IN PARTICIPANT FILE.

The project maintains a listing of host sponsors who have indicated their needs for enrollees. Enrollees will be matched and referred to these agencies based on the enrollee's personal preference, education and/or prior job experience.

6. Individual Employability Plan (IEP)

Each enrollee will participate, with the SCSEP staff, in the development of an Individual Employability Plan (IEP) that will contain information on their skills, training, work history and

capabilities. It will include an employment goal and an appropriate sequence of services for the enrollee based on the assessment, including services from the SCSEP and other relevant agencies, e.g., Department of Labor's Division of Training.

A SCSEP staff person and the enrollee will sign the IEP. This plan will be reviewed and updated at least twice annually. At least one of the updates will occur on the anniversary of the participant's initial enrollment. If circumstances change, the IEP will be updated more frequently or on an as needed basis.

7. Assignment to Community Service

The project shall, after a thorough assessment of the enrollees' skills, aptitudes and work preferences, place enrollees into subsidized, part-time public service employment positions. Placement shall be made in accordance with the following guidelines:

a. Community Services Activities

The project shall give special consideration to work assignments which

- (1) Involve programs delivering services to the low-income elderly in general, and
- (2) Involve programs delivering direct services to the economically disadvantaged.

b. Matching

- (1) Enrollees shall be trained within their immediate communities to the extent possible.
- (2) Enrollees shall not be trained in projects involving the construction, operation or maintenance of any facility. (This does not include minor repairs to the homes of the indigent elderly.)
- (3) Enrollees shall not be assigned work involving building and construction of highways and other work, which insures primarily to the benefit of private, profit-making organizations.

c. Project Administration

The project shall, to the extent feasible, give qualified enrollees consideration for work assignments involving the administration of the project.

d. Host Agencies

Acceptable work assignments for enrollees are those that contribute to the general upgrading of aging programs and support community services for low-income individuals. Enrollees may be trained in government departments such as the Departments of Health, Human Services, Education, Tourism, Labor (the One-Stop Career Center) and Agriculture, the Governor's Office, and other departments and community organizations that have age-related programs and have an IRS designation of 501 [c] (3).

Enrollees will be given a community service assignment before orientation occurs and shall be placed in productive part-time public service projects immediately after their orientation and pre-placement training (if any) is completed. However, the project shall ensure that such placement is accomplished no later than four weeks after an individual's enrollment in the project. The Community Service Assignment Form will be the vehicle used to indicate that the applicant has become a participant. The CSA will be completed each time an assignment is made.

The host department or office should provide, where feasible, skills upgrading and consideration of the enrollee for permanent unsubsidized employment with the host department or office.

e. Work Week

Training positions under the project are to provide for no more than 20 hours in a given week. No enrollee shall be trained in excess of these periods. Enrollees this program year will work fewer hours per week due too increase in the minimum wage.

The average hourly rate of pay to be received by enrollees employed under the project will be \$5.65 per hour for the period July 1, 2006 through December 31, 2006 and \$6.15 per hour for the period January 1, 2007 through June 30, 2007.

f. Fringe Benefits

Enrollees in this program will accumulate sick and annual leave. They are paid for all holidays that fall during a regular work period. They are also paid for the days (as long as a Community Service Assignment has been made) when they attend monthly meetings, conferences, etc.

Payment will be based on the enrollee's normal workday length. Physical examinations will be offered to enrollees annually as part of their fringe benefits. There will no longer be an accrual fringe benefits system.

g. Supervision

The project shall ensure that enrollees receive adequate orientation and instruction from their worksite supervisor with regard to responsibilities, duties and job safety. The project shall further ensure that the enrollees receive the job supervision necessary to enable them to perform as productive and effective workers. In this regard, enrollees shall be placed into employment positions in which supervision is provided directly by the project sponsor.

8. Training During Community Service Employment and For Other Employment

The project will, as necessary and appropriate, provide enrollees with job-related classroom training prior to and in preparation for work placement. Classroom training will be delivered through seminars, lectures and visual aids. Training curricula will be related to the senior's assessment and his/her Individual Employability Plan and will vary depending on the program to which s/he is assigned. The project will, as necessary and appropriate, provide enrollees with continued training after worksite placement however all training will be self-paced, simple and will have to focus on participants' past experience. Based on participants' IEP, the Virgin Islands Career Network (VICAN Work) Center Eligible Training Providers will be utilized for training opportunities.

In addition to skills training and self-directed placement training, enrollees will also receive important consumer information in such areas as Social Security benefits, personal health, nutrition, tax requirements, retirement laws and such other areas as may be needed.

The project will, to the extent feasible, obtain such training services through locally available resources at no cost or reduced cost to the project.

Such training will be conducted during and after normal working hours. Time spent by enrollees in such training shall be considered as employment under and shall be reimbursed at the

individual's established rate of pay.

9. Supportive Services

The project shall provide job-related and personal counseling to enrollees and will, at a minimum, provide referral assistance to capable services agencies.

The project introduced the concept of job coaching for participants in PY 2005 however the hiring process was so lengthy that those jobs were never funded. The hiring of two (2) part-time Job Coaches, one per district will become a priority in Program Year 2006. It is proposed that Job Coaches work a maximum of twenty (20) hours per week at an hourly rate of \$11.00. This program cost will be in the area of planning, directing and coordinating employment opportunities for persons 55 years and above that are enrolled in the program. Job Coaches will determine the suitability of a participant (s) for a job or business consistent with their training. Specific duties, although not all inclusive and excerpted from official job description, are identified below:

Obtains and evaluates customer (s) information to be used in making job choices, changes or adjustments. Recognizes and documents behaviors by customers that are detrimental to employment.

Determine customer (s) appropriate learning mode. Example: Visual, Auditory, etc.

Negotiates with employers and other interested parties to provide jobs and training programs for participants/enrollees. Individuals in these positions will provide relevant training to SCSEP customers prior to job placement.

Individual (s) will participate in the development of procedures to be used in conducting task analysis.

Job Coach (es) will assist with the development of training plans for each job ready customer and will learn the job tasks relevant to customer (s) occupation.

Makes an initial assessment of customer's potential after on the job evaluation.

Documents all counseling activities, interviews, and employment problems in the case

recordings. Prepares and submits to the Project Director a progress report for each enrollee.

Minimum qualifications for the position is a Bachelors Degree in the Social Sciences, Business, Public Administration or any closely related field OR: any combination of education and experience equivalent to four (4) years experience in an area which provided training practices and techniques in one or more occupations.

The experience may be gained through 1) vocational guidance or teaching in a program or school for the disabled or disadvantaged; 2) Coordination and Liaison responsibility for employment placement of individuals served by a training program and; 3) Personnel or employment placement work which provided extensive knowledge of the training and adjustment requirements necessary to place older workers in one or more occupational categories. One other necessary special qualification is the possession of a valid Virgin Islands Driver's license.

The project anticipates that the addition of Job Coaches plus the joint agreement with the One-Stop Career Center will assist in the development of On-the-Job Experience and more unsubsidized employment.

When not available from local resources, the project will provide enrollees with incidentals necessary for their successful participation in the project. Such incidentals may include, but are not limited to: work shoes, badges, uniforms, safety and eyeglasses and tools. Estimated costs for these incidentals have been included in the budget narrative.

10. Participant Transportation

Transportation will be provided from a central pick-up point to work sites for those enrollees who reside in outlying areas where public transportation is inaccessible. Agency vehicles will be used for this purpose at no cost to the project.

11. Placement into Unsubsidized Employment

The host agency will be encouraged to provide permanent unsubsidized employment. Favorable consideration for continued use of SCSEP enrollees will be given to those

departments or agencies that have employed enrollees in unsubsidized jobs.

Placement efforts in the past have, to a large measure, been less than successful. Thus far in Program Year 2005, six unsubsidized placements have been reported. Lack of success with placements is mainly because of the depressed state of the Virgin Islands economy, a government-wide hiring freeze and the project's inability to capture a corner of the private sector.

During Program Year 2006, greater emphasis will be placed on private sector placement through the following mechanism:

- a. Use of the One-Stop Career Center's Resource Rooms for career exploration, job search and resumes writing.
- b. Registration with the Department of Labor's Division of Job Service for job search, job club, job placement and counseling. Enrollees will be encouraged to check with Job Service on at least a quarterly basis for potential job openings and referrals.
- c. Registration/certification with the Department of Labor's Division of Training for partial subsidization of enrollee wages in private sector jobs (On-the-Job- Experience and customized training).
- d. Utilizing the On-the-Job-Experience (OJE) option for those enrollees/participants that have completed at least two (2) weeks of a community service assignment and whose IEP indicate specific occupational preferences and training needs and, a potential to transition to unsubsidized employment. Marketing for OJE employers will be concentrated in high growth industries or industries such as Real Estate, Finance and Insurance. Companies like Home Depot will also be targeted. Duration of OJE will be four (4) to (8) weeks at a maximum workweek of 25 hours based on the availability of funds. Employers will be reimbursed up to 100 % of wages for an OJE that does not exceed four (4) weeks and up to 50% of wages for an OJE with maximum duration of eight (8) weeks. The OJE option for a particular participant will occur only once in a twelve (12) month period and will only be negotiated with employers that

are not current/active host agencies. OJE employers will receive copies of contracts and a copy will be maintained in individual participant files. VIDOL will provide VIDHS with a facsimile of the WIA Pre-award Survey used to ascertain that the organization's site is sufficient to ensure the health and safety of the participants. The VIDOL will also provide VIDHS with WIA contract documents that have been revised and can be adopted for their use.

e. Registration/certification with the Department of Labor's Division of Training for enrollment in courses offered by the Workforce Investment Act Eligible Training Providers once participants' IEP indicate the necessity and or capability to complete such training. The V.I. SCSEP will make every attempt to find unsubsidized employment for at least 20% of its enrollees using the following strategies:

A. Quarterly review of enrollee files to ascertain whether or not program is still meeting their needs.

B. Job Service Vocational Counselors and Job Developers will initiate contact with enrollees, after receiving initial referral from the project, and prospective employers.

C. "Mature workers" will be marketed through our One-Stop Career Center and; employers through their Human Resource Managers, will be asked to commit to making 20% of their yearly new hires "mature workers." Concentration will be placed on high growth industries in the territory. An advertising or promotional campaign, utilizing PSAs and other paraphernalia obtained from OWPD will be carried out during the second quarter.

The project shall follow-up on enrollees placed in unsubsidized employment. If such enrollees subsequently become unemployed, the project shall grant them special consideration for re-employment in the project.

Follow-up shall be conducted 30, 90 and 180 days after unsubsidized employment through telephone contacts and job site visits.

12. Maximum Duration of Enrollment

The V.I. does not impose a maximum duration of enrollment however participants will be re-

certified July 1, 2006 to establish their continued eligibility for the program.

The V.I. has opted not to terminate enrollees based on the Individual Employability Plan.

13. Terminations

The Virgin Islands has opted not to terminate participants/enrollees on the basis of their Individual Employability Plan however, terminations will occur for reasons outlined in their orientation booklet which includes:

- i. Providing false information to program
- ii. Incorrect income eligibility determination by sub-grantee
- iii. Theft and/or dishonesty
- iv. At time of re-certification participant is no longer income eligible
- v. Constant tardiness or absenteeism
- vi. Causing endangerment to the lives of others; stealing or receiving stolen property while on the job; using or selling any form of narcotics or alcohol while on the job.

14. Applicant, Employee and Participant Complaint Resolution

The project has established a procedure for resolving issues arising between it and an enrollee under the project, an employee of the sub grantee and an employee of the grantee. This procedure is included below.

Enrollee or Applicant Grievance and Appeals Procedure for Senior Community Service Employment Program

Purpose

This grievance and appeals procedure is established for the prompt review, impartial consideration and equitable disposition of a grievance (administrative and/or equal opportunity)

presented by any enrollee under the Senior Community Service Employment Program. This procedure will be used by the Project Sponsor and all subcontractors and sub grantees of the Project Sponsor, if no other procedure exists. In the event of any existing procedure, this procedure will not be used until all steps in the existing procedure have been exhausted.

General

1. All enrollees/applicants/employees will be notified in writing and through orientation of the review procedures. When the Project Sponsor proposes to take an adverse action against an enrollee/applicant, the Project Sponsor shall also include a notice setting forth the grounds for any adverse action proposed to be taken and giving the enrollee/applicant an opportunity to respond. No individual subject to the issue resolution requirements may initiate the Department of Labor's review until all remedies under this procedure of review have been exhausted.

2. Enrollees/applicants/employees are to be treated fairly in all respects. Enrollees/applicants/employees who feel that they have been subjected to unfair treatment or discrimination should have the right to present their grievances according to a grievance procedure such as the one described in this section.

3. A grievance, as recognized by these procedures, may be defined as any oral or written statement from an enrollee/applicant indicating non-compliance with any aspect of the purpose or provisions of the Senior Community Service Employment Program or regulations. All grievances shall be documented from the time of filing through the completion of the review procedure process.

4. The person filing a grievance should be free from restraint, coercion, discrimination or reprisal. When grievances arise, they should not be considered as reflecting unfavorably on the enrollee/applicant, staff or management, but are to be considered an expressed right.

5. All enrollee/applicants/employees are covered by the grievance procedures in accordance with the following paragraphs:

a. The aggrieved enrollee/applicant/employee should present his/her grievance, either

orally or in writing, to the immediate supervisor or counselor.

b. The immediate supervisor or counselor shall, within five (5) working days of notification of the grievance, meet with the enrollee/applicant/employer and his/her representative to discuss the grievance. A decision regarding the disposition of the grievance should be conveyed in writing to the enrollee/applicant/employer within two (2) working days following conclusion of the meeting. The supervisor may desire to have one member of management present at the discussion, although this should not be required.

c. If the grievance is settled at this point, **no further action is taken.**

d. If the enrollee/applicant/employee has not heard from his/her supervisor within five (5) working days after submitting the grievance, the enrollee/applicant/employer should present the grievance directly to the next in line of authority.

e. If the grievance is not settled at this first step (tier), the supervisor or next person in authority, shall be obligated, within five (5) working days, to arrange a meeting with the SCSEP Project Director and the enrollee/applicant/employer, at which time the grievance will be presented.

f. Once notice of the grievance is received, the SCSEP Project Director or an individual with similar functions may investigate the grievance further before meeting with the aggrieved enrollee/applicant/employer and his/her representative. However, meeting at the second level should take place within five (5) working days after notification.

g. A decision, based on second level (tier) meeting should be conveyed in writing to the enrollee/applicant/employee within two (2) working days following conclusion of meeting. If the grievance is settled at the second level, no further action is taken. However, a copy of the decision is to be retained in the enrollee/applicant file.

h. If the enrollee/applicant/employer is not satisfied with the decision, the decision may be appealed within five (5) working days to the Commissioner of the Department of Human Services.

- i. The Commissioner of Human Services shall assign the hearing to a designee from among the Assistant/Deputy Commissioners, Directors and/or Administrators or individuals with similar functions. The designee (referred to hereafter as the Hearing Officer) will consider the enrollee/applicant's appeal at a hearing within ten (10) working days. The grievance hearing procedure shall include written notice of the date, time and place of the hearing, an opportunity to present evidence and a written decision.
- j. The SCSEP Project Director who conducted the second level meeting shall submit all information from the second level meeting to the Hearing Officer. The third level (tier) hearing shall be conducted in accordance with the Rules and Regulations set forth in Chapter Three (3) Title 24 of the Virgin Islands Code.
- k. The Hearing Officer's decision shall be conveyed in writing to the enrollee/applicant/employer within five (5) working days following the conclusion of the meeting in which the disposition of the case is determined. A copy of the decision or outcome of the case shall be included in the enrollee's/applicant's file.
- l. If a decision is not received by the complainant at the third level within sixty (60) calendar days of filing the complaint or if the complainant feels he/she has received an unsatisfactory decision, the complainant shall have a right to request a review of the complaint by the Governor. The request for review must be filed within ten (10) calendar days from date when the decision is received. The Governor shall issue a decision within thirty (30) calendar days. The Governor's decision is final.
- m. If the Governor fails to render a decision as required, the complainant may request from the US Secretary of Labor, a determination as to whether or not reasonable cause exists to believe that the Act or its regulations had been violated.

Developed from the WIB (HRIC) approved VI Department of Labor's Workforce Investment Act Grievance Procedures

15. Over-enrollment

Temporary enrollees will be placed into project slots whenever project funds are being

underutilized. Temporary slots will not exceed 20% of approved project slots. The comment section of the Community Assignment Form will be used to indicate or identify the short-term status of participants and overenrolled participants will be formally notified, in writing, of their short-term status. VIDOL will monitor VIDHS on a quarterly basis to ascertain that equitable distribution is maintained per district.

Each temporary enrollee will be informed verbally of the nature of the employment and will be given priority when filling permanent enrollment positions.

16. Maintenance of Effort

Prior to the placement of an enrollee at a worksite, each host agency or department must assure that:

- a. Each enrolled position is an increase over those employment opportunities otherwise available
- b. Enrolled positions will not result in the displacement of currently employed workers, including partial displacement
- c. Enrolled position will not substitute for existing federally supported jobs
- d. Enrolled positions will not impair existing contracts or result in the substitution of Federal funds and
- e. No enrollee will perform work the same as that of a person who is on layoff

The Department of Labor Planning, Research and Monitoring Unit (PR&M) will monitor the Maintenance of Effort provision under the SCSEP.

17. Procedures for Payroll and Payment of Workers Compensation Costs

Workers' Compensation costs for both participants and staff are included as part of the grant budget. A total of 1.84% is reserved for workers' compensation for enrollees. A total of \$14,143 is planned for the grant year to cover premiums for enrollees. Grantee has always reserved, through the grant, funds to cover Workers' Compensation. The State will pay the Workers' compensation premiums.

18. Collaboration

The current WIA new 2-Year Plan contains memoranda of agreements between the State Workforce Investment Board and the local government agency that administers the SCSEP; the employment security agency; and one-stop offices. Partnership meetings are held quarterly by the WIB with advocates for the disabled, older workers, the housing authority, the education department, community-based organizations, etc. Job ready individuals/participants and/or eligibles will be referred to the VI Career Network Centers and will not be served by the SCSEP. A joint Memorandum of Understanding has been signed by the Labor Exchange Program in the territory, WIA, SCSEP and the Department of Human Services. Details of the agreement are identified below.

COORDINATION OF SERVICES:

- a.** The parties agree to exchange information on the services and training programs offered by each party.
- b.** The parties agree to coordinate outreach, intake and assessments of program participants and to the extent feasible job referral and/or placement.
- c.** **The SCSEP PROJECT DIRECTOR/OR a DESIGNEE** will provide the WIA entity with a signed letter certifying eligibility for the SCSEP participant for the purpose of determining dual eligibility.
- d.** WIA services to eligible SCSEP enrollees include, but are not limited to, counseling, assessment, case management, classroom training, basic skills enhancement, job seeking skills, career counseling, referral, O. J. T., job search and/or job club workshops, support services and post placement follow-up services.
- e.** Services available to WIA program participants include, but are not limited to, employment counseling, case management, work experience, job development, job club, supportive services and follow-up services.
- f.** The parties agree to jointly assess and evaluate the training needs of the participants

and develop a joint Individual Service Strategy/Objective Assessment/Individual Employment Plan, etc. to the extent feasible.

g. The parties agree to coordinate case management services to determine whether referrals are appropriate.

h. The SCSEP Project agrees to submit to, on a quarterly basis, the divisions of Job Service and Training the names of those enrollees whose benefits from the program has been maximized.

EVALUATION OF COORDINATION EFFORTS:

The parties will meet on a quarterly basis, but not less than once each program year, to discuss issues related to the implementation of this agreement and will produce bi-annual/semi-annual reports on the activities that occurred during a six (6) month period.

Both parties affirm the non-financial nature of this agreement and further agree to hold each other harmless from any liabilities which are or may be implied.

OTHER LINKAGES:

Participants/enrollees should consistently be made aware of the Resource Room and be oriented to its services.

Participants/enrollees should be made aware of the Youth Job Development/Youth Employment Program – Apprenticeship Program and be oriented to the services it may have available.

The MOU includes as part of the coordination a referral and feedback form that will be initiated by the SCSEP whenever referrals are to be made to the One-Stop Center. Actions taken by the One-stop system will be identified to SCSEP through the feedback portion of the referral form. A facsimile of the form and instructions for use are included below.

INTERAGENCY SCSEP REFERRAL FORM

INTERAGENCY MEMO

DHS

Virgin Islands Senior Community Service Employment Program

July 1, 2006 - June 30, 2007

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To DOL Counselor: _____ Referral Date: _____

From SCSEP Staff: _____ SCSEP Tel. No.: _____

IDENTIFICATION/DEMOGRAPHICS

Last Name _____ First Name _____

Middle Name _____ Soc. Sec. Number _____

Physical Address _____

Mailing Address _____

Home Phone _____ Work Phone _____ District _____

SCSEP Start Date _____ Date of Birth _____

SCSEP CSA/OJE End Date _____ SCSEP End Date _____

of Children (if applicable) _____ Date Previously Registered at DOL _____

☐ Is this an Individual with a Disability? ☐ A Veteran? ☐ An Individual with Poor Employment History?

EDUCATION HS/GED ☐ Some College ☐ 8th Grade & Under ☐
9th – 11th Grade ☐ College Degree ☐

TESTING

TABE Score _____ O'NET _____ Pre GED Score _____

PLACEMENT/EMPLOYMENT DOL

Placed in Job Club ☐ Placed in Education ☐ Placed in Voc Training ☐ Placed in OJT ☐
Referred to Employer ☐ Placed in Other ☐ Referred to Job Developer ☐
Poor Work history ☐ Projected Needs/Comments _____

Employed At: _____ Employer's Phone: _____

Salary: _____

FEEDBACK FORM

To SCSEP Staff: _____ Feedback Date: _____

From DOL Staff: _____ DOL Staff Tel. _____

Feedback/Comment: _____

I understand that failure to fully cooperate with DOL and SCSEP will result in termination.

Signature of Customer: _____ Date: _____

INTERAGENCY SCSEP REFERRAL FORM INSTRUCTIONS

Interagency Memo DHS: SCSEP will initiate contact with DOL.

To DOL Counselor: Insert the name of the individual to whom customer is being referred.
Referral Date: Insert the date of referral.
From SCSEP Staff: Insert the name of the individual from whom customer is being referred.
SCSEP Tel. No.: Insert project telephone number including area code.

Identification/Demographics Insert, from SCSEP records, the information below.

Last Name: Insert customer's paternal name.
First Name: Insert customer's birth name.
Middle Name: Insert customer's middle name or initial.
Soc. Sec. Number: Insert customer's nine digit social security number.
Physical Address: Insert customer's place of residence.
Mailing Address: Insert post office box or place where customer receives mail.
Home/Work Phone: Insert a telephone number where customer can be reached or a message left.
District: Insert whether customer resides in St. Croix, St. Thomas or St. John.
SCSEP Start Date: Indicate when customer began with the project.
Date of Birth: Insert month, day and year customer was born.
SCSEP CSA/OJE End Date: Insert date customer's Community Service Assignment and/or On-the-Job Employment ended.
SCSEP End Date: Insert date customer will be terminated or was terminated from the project.
of Children: Indicate number of children in household if applicable.
Date previously registered at DOL: Indicate if customer is already a job seeker registrant.
Individual with a Disability: Insert a check mark if applicable.
A Veteran: Insert a check mark, if applicable.
Individual with Poor Work History: Insert a check mark, if applicable.

Under the **Education** category Insert a check mark to the level of education customer has attained.

Under the **Testing** category Insert test and/or assessment scores as applicable.

Placement/Employment DOL Counselor or other staff will indicate by check mark action or service provided the customer.

Feedback Form DOL staff will complete and transmit a copy back to SCSEP within a two (2) week period after action or service is completed.

Signature of Customer Customer is to sign bottom of form before referral is sent to DOL

B. New Performance Standards and Reporting Requirements

The Virgin Islands is accountable for (4) performance measures mandated by the OAA amendments for program year 2006. The (4) measures are:

A 29% placement rate/goal

A service level of 162% of the number of authorized community service positions

A 65% target for serving those most-in-need

A retention goal of 64%

The Virgin Islands has attempted to utilize the data collection system in PY 2005 however none of the data was authenticated once submitted therefore the Division of Older Workers' has not received data from the state for PY 2005 on a quarterly basis. The Virgin Islands has purchased new computers and a DSL has been purchased for the project. Additionally grantee will continue to work with project employees through grantee's IT and MIS Units and the Data Collection Handbook to enhance or augment the skills staff presently has.

The Program Year 2006 measures proposed for the Virgin Islands raised the Placement Rate or goal of 20% to 29%; a new Retention Rate of 64%; a Service Level goal of 162%; and a new Most-in-Need goal of 65%;

With the exception of the 29% placement rate or goal grantee does not feel that these goals are unattainable however; more of our energies will have to be expended on creating OJEs and coordinating activities with the VI Career Network through the Joint Memorandum of Agreement. A link has also been created on grantee's web site www.vidol.gov to ensure the Department of Human Services has more direct access to federal information about SCSEP. The VI Department of Labor, as grantee, will continue to provide local technical assistance through small work shops between the One-Stop System and SCSEP. Project staff was able to attend the data collection and reporting training in April and Grantee will continue its efforts to ensure that project staff receive all pertinent information and training that would benefit the program and increase its ability to achieve goals.

(1) Data Collection and Reporting

(a) As mentioned previously, SCSEP has purchased new hardware and DSL service to ensure internet connectivity.

(b) Data entry will be accomplished by the Administrative Assistant located in the project director's office in coordination with the sub-grantee's MIS staff. An excel data base will be used as backup in case the Department of Human Services cannot perform the function. If sub grantee cannot perform the function the data base will be transmitted to grantee by disk and grantee will load the information into the SPARQ 2.

(c) In order to ensure project is familiar with the latest instructions for data collection, TEGLS, internet postings and DOL advisors, the ETA SCSEP link has been included on the Virgin Islands Department of Labor's web site at www.vidol.gov Additionally grantee will continue to transmit information by disk, fax and or email as the need arises.

(d) A schedule of due dates will be transmitted to VI SCSEP during the first quarter of the program year in order to ensure that data are submitted on a timely basis for the QPR and final QPR. A tentative schedule, revised from DOWP, is included below:

DATE	EVENT	COMMENT
08-03-06	SCSEP Monthly Report due to Grantee	Due 3 rd day following month of report
09-01-06 and on-going	Private Sector Promotional Campaign	Use of PSAs, talk shows, etc.
11-06	Q1 QPR submission	
	Sub-grantee letters to host agencies and participants	
	Mailing of participant and host agency surveys by mail house	
02-07-07	Q2 QPR submission	
04-07	Negotiation of grantee goals	
04-07	Instructions for PY 2007 grant proposals	
	Announcement of final grantee goals	
	Grantees incorporate final PY 2007 goals	

	into grant proposals	
	DWOP review of grant proposals	
05-07	Q3 QPR submission	
06-07	Mailing of Q3 employer surveys by mail house	
06-07	Issuance of PY 2007 grants by grant office	
07-07	Q4 QPR submission	
09-07	Final PY 2006 QPR submission	
10-07	Analysis of PY 2006 grantee performance against grantee goals	

(e) The Department of Human Services as sub grantee is responsible for and legally obligated to entering all required data relating to the participants served during the program year.

(f) The Department of Human Services as sub grantee is legally obligated to submit or turn over the complete data files in electronic format to the Virgin Islands Department of Labor if it ceases to administer the VI SCSEP.

(g) If for whatever reason the Department of Human Services ceases to administer the VI SCSEP a new sub grantee will be selected by the Governor of the Virgin Islands.

(h) The VI Department of Labor as grantee will, through the processes identified above, upload data to SPARQ 2 as dictated by the Division of Older Workers and Charter Oak Groups. This will entail utilizing the data collection handbook, reviewing new instructions, seeking technical assistance as necessary and utilizing other department guidance as they become available.

(2) Performance Measures

See Attachment II

C. Equitable Distribution

As in PY 2005, Grantee was required to provide an Equitable Distribution Report showing the geographical distribution of the eligible population. Although census data is not available on which to base the report grantee, with the assistance of the Division of Older Workers, estimated geographical distribution utilizing the following process:

- 1) Used a 1994 Population and Housing Survey of 5,441 citizens between the ages of 55 and above that are below the poverty level.
- 2) Used the percentages of the total population per district and divided percentages into the 5,441.
- 3) Inserted actual number of slots filled per district into an Excel file that generated the estimated percentages. The distribution of SCSEP slots mirrors that of the estimated population distribution. Equitable Distribution Report for 2005 is identified as Attachment I.

Section 3 - Geographic Areas to be Served

The project shall operate in the United States Virgin Islands in the following locations with enrollment levels indicated:

<u>Island</u>	<u>Number of Positions</u>
St. Thomas, V.I.	63
St. John, V.I.	10
St. Croix, V.I.	<u>63</u>
	136*

Authorized positions will be distributed as per the estimated equitable distribution report and the 1994 Population and Housing Survey.

* We are aware that our slot level for Program Year 2006 has been reduced to 136.

Section 4 - Program Administration

A. Organizational Structure

The grantee is responsible for overall administration and fiscal management of this program.

However, the Department of Human Service's Business Office handles the actual disbursement of funds and is responsible for sending a monthly expenditure report to the Virgin Islands Department of Labor.

That office will also call in a request for funds on a regular basis, so that timely draw downs can be made.

The Department of Human Services program staff will consist of a Project Director, an Assistant Director and an Administrative Officer III. The project is requesting that the 15% in administrative costs for the Program Year 2006 be maintained due to the increase in Government Insurance for staff, the need for the Project Director and other staff to travel to all three islands in order to monitor and assess how the program is operating, to market the program to private sector employers for increased unsubsidized placements and to pay union increases.

1. The Department of Human Services shall monitor the performance under grant-supported activities to ensure that time schedules are being met and other performance goals are being achieved.

2. The Department of Human Services shall compile and submit to the V.I. Department of Labor Division of Training, the Senior Community Service Employment Program data on a timely basis and electronically as required by the regulations of the U. S. Department of Labor.

The data will provide vital management information relating to:

- a. Enrollment levels, turnover, and placement into unsubsidized employment.
- b. Aggregate characteristics of project enrollees.
- c. Allocation of employment positions among specific areas of community service.
- d. Performance measures and other reporting elements.

3. The Financial Report will be prepared and submitted electronically by the Division of Administration of the V.I. Department of Labor.

4. The Department of Human Services shall report to the Division of Training the following

conditions that may have a significant impact on the project as soon as they become known:

- a. Problems, delays, or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. A statement of the remedial action proposed shall accompany this disclosure.
- b. Favorable developments or events, which enable meeting time schedules and goals sooner than, anticipated or producing more work units than originally projected.

B. Subproject Management —N/A

C. Training of Subproject Staff—N/A

D. Project Monitoring

The monitoring of this program will be conducted in the following way:

1. Enrollees
 - a. Each agency will be requested to submit to the Program Director a job performance rating on each enrolled assigned to them on a monthly basis.
 - b. Monthly meetings will be held at which time enrollees will discuss all aspects of the program as it affects them individually.
 - c. The Director and other field workers will make on-site visits or evaluate the value of this program to both enrollees and agencies and also to observe the skills development of each enrolled. All sites will be visited annually.
2. Program
 - a. Quarterly reports will be submitted electronically by the SCSEP Project Director to the Division of Training of the V.I. Department of Labor and sub-grantee also has direct access to the ETA reporting system and SPARQ 2. ID numbers and permission roles have been created by grantee and transmitted to sub-grantee.
 - b. The Department of Labor's Planning, Research and Monitoring Unit will conduct an annual evaluation of program activities.

The monitoring and evaluation tool for the SCSEP will be the SCSEP plan. Remedial action will be prescribed, if necessary, whenever actual exceeds planned by greater than 15% (plus or minus).

c. Follow-up will occur within 30 days after the execution of a corrective action plan. The Planning, Research and Monitoring Unit will perform this follow-up. Written monitoring reports and subsequent follow-up action will be made part of the permanent files.

E. Financial Monitoring

The Department of Human Services is responsible for record keeping, sufficient to permit the preparation of reports and tracing of funds to the level of expenditures that adequately ensure that funds have not been unlawfully spent.

The Department of Human Services will submit monthly fiscal reports to the V.I. Department of Labor, which in turn will prepare and submit Quarterly Financial Status Reports to the National Office. The accountant assigned to the project will first review the monthly fiscal reports submitted by the V. I. Department of Human Services. The accountant, after reviewing expenditures and observing any irregularities will transmit findings to the Director of Administration. The Director of Administration will review the issue (s) identified by accountant and transmit a request for clarification and/or correction from DHS in writing. Although we realize that monitoring expenditures should occur frequently, staff limitations do not allow for this to happen more that quarterly. DHS will be asked to submit responses to written requests for

clarification and/or correction within ten (10) days. The V. I. Department of Labor's Monitoring Unit will conduct follow-up on issues identified by the fiscal unit. The follow-up will include an on-site visit to review financial records maintained by DHS and to interview staff assigned to cull financial information. If initial findings have been corrected the monitoring staff will so note however, if further corrective action is necessary the monitoring unit is required to document and transmit results of the monitoring activity to the Commissioner of Labor. Upon request from

the Department of Human Services, the V.I. Department of Labor will make periodic draw downs.

The Department of Human Services will also collect and submit electronic data on a timely basis to the Department of Labor's Division of Training for submittal to the National Office.

F. File Maintenance

There are two distinct districts in the territory. The district of St. Thomas/St. John and the district of St. Croix. Participant files (hard Copies) are maintained in the project director's office for the St. Thomas/St. John district and in the assistant director's office for the St. Croix district. Access to files is allowed only to the director and the administrative assistant in one district and to the assistant director in the other district. Health information is kept separate and apart from the regular participant files and only the director have access to physical exam results and other health information. Computers to be used for data collection purposes have user passwords and can only be accessed by individual (s) to whom password (s) is assigned.

G. Audits

Because of the cost of doing an independent audit (2% of the grant for any given year) and the limitation on administrative funds, the most current audit of the SCSEP was for fiscal years 1989 and 1990, part of the Single Audit of the Government of the Virgin Islands. KPMG has completed Single Audits for 1998 through 2003 however the SCSEP was not included. The department requested an independent audit be conducted during PY '04 however completion of the task is still pending. The most recent Single Audit the Department of Labor has participated in is Fiscal Year 2004.

Section 5 – Contingency Plan for Participants:

As sponsor of the Senior Community Service Employment Program and in the unlikely event that all or some of the SCSEP positions are lost; the following steps will be taken:

- 1) Participants will be notified as soon as the information is received but not later

than 48 hours after notification of loss. Participants will be informed verbally and in writing.

2) A closeout session will be held with the new grantee generally to update them on the present status of the program and to release current participant records and financial records.

3) Each participant will be referred to the Department of Labor's Job Service and Training Divisions, for labor exchange services and re-training as necessary.

Participants will be encouraged to participate in Job Clubs and Job Coaching activities. The department will also coordinate with the Department of Human Services to ascertain what possibilities exist for participants to be transitioned to work experience in the private sector.

4) As part of the transition activities, the departments will ensure that participants are referred to the Social Security Administration for services and, that correspondence is prepared to landlords and financial institutions as needed and necessary.

5) The state will be petitioned for local/non-federal funds In order to make final payroll payments to the participants and SCSEP staff.

“The Virgin Islands Department of Labor is an Equal Opportunity Employer with Equal Opportunity Programs”.

Auxiliary aids and services are available upon request to individuals with disabilities.

Virgin Islands Senior Community Service Employment Program

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BUDGET DETAIL VIRGIN ISLANDS SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

		Federal	Non-Federal	Total
1.	Administration			
a.	Personnel	97,000	15,000	112,000,000
	These costs consist of salaries paid to full-time project staff at The per annum rates shown:			
	Project Director	\$40,000	5,000	
	Assistant Director	\$33,000	7,000	
	Administrative Aide	\$24,000	3,000	
b.	Fringe Benefits	31,813	0	35,136
	.5% Workers' Comp. (\$42.12 per person); Health Insurance (\$120.35 per person x 2 x 26 pay weeks and \$202.39 per person w/family coverage x1 x 26 pay weeks = \$11,520). A copy of our organization's personnel policies and standards will be provided upon request to verify the appropriateness of the amount indicated.			
	FICA	7.65% 7,421	0	\$7,421
	Retirement	14.5% 14,491	0	\$14,491
	Unemployment Ins.	.5% 485	0	\$485.
	Workers' Comp.	1.845% 279	0	\$279
	Health Insurance	2x106.19x24+1x188.55x24 9,622	0	\$9,622.
c.	Travel		13,900	13,900.
e.	Supplies		6,500	6,500
	These costs are applied to consumable items.			
h.	Other	0	34,280	34,280
	To enhance the data collection system hardware so that all of the requirements per the Older Americans Act as amended can be implemented & reports accuracy and submittal can be improved.			
	Vehicle maintenance, building maintenance, utilities, travel and training.			
j.	Indirect Costs	14,620.00	0	14,620.00
	Indirect costs are charged at 10.02% of salaries			
	Direct Cost	131,285	73,003	204,288.
SUBTOTAL FOR ADMINISTRATION		145,905.	73,003	218908.
Maximum 15% \$145,905				
2.	ENROLLEES WAGES/ENROLLEE BENEFITS			
a.	Personnel	723,384	0	723,384
	These costs consist of enrollee wages. The amount indicated is based on the following:			
	Enrollee Positions	136		
	Average Wage Rate	\$5.65 for 12 pay periods	\$6.15 effective 01-10-07	
	Average Work Week	18		
	No. Weeks Funded	52		
b.	Fringe Benefits	62,239.	0	62,239.
	These costs consist of enrollee fringe benefits including FICA (7.65%) and Workers' Compensation (\$92.67)			
	FICA	7.65% 56,134		
	Workers' Comp.	42.12 5,770		

Virgin Islands Senior Community Service Employment Program
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h.	Other	335	19,856.	20,191.
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For enrollees physical at cost of \$146 per exam x 136 enrollees

SUBTOTAL FOR ENROLLEES	785,623.	19,856.	805,479.
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3. OTHER ENROLLEE COSTS

Support Services	\$33,029		\$33,029.
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Support Services will include the salary and FICA for two part-time Job Coaches. Job coaches will work 20 hours weekly at the rate of \$11.00 per hour and one will be assigned to each district.

Job Coach Positions	2	Total	\$24,714.32 includes fringe	24,714
FICA			\$1,750	
Workers' Comp.			\$84	

e.	Supplies	8,315	0	8,315
----	----------	-------	---	-------

These costs consist of supplies needed by the enrollees on Their jobs,. Will include items such as uniforms, protective clothing, badges, etc. that will be procured on an as needed basis. Additionally, the program costs will include training/ classroom space and training materials, equipment and instructors' salaries for enhancement of our unsubsidized placement of seniors.

Subtotal Other Enrollee Costs	8,143.		8,143..
Total Project Budget	972,700.	113,259	1,085,959.

BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Administration	17.235			145,905.00	73,003.00	218,908.00
2.						0.00
3. EW/FB				785,623.00	19,856.00	805,479.00
4. OEC				41,172.00	20,400.00	61,572.00
5. TOTALS				972,700.00	113,259.00	1,085,959.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total
	(1) Administration	(2)	(3) EW/FB	(4) OEC	(5)
a. Personnel	112,000.00		723,384.00	22,880.00	858,264.00
b. Fringe Benefits	35,136.00		62,239.00	1,834.00	99,204.00
c. Travel	13,900.00				13,900
d. Equipment					
e. Supplies	6,500.00			8,315.00	14,815.00
f. Contractual					0.00
g. Construction					0.00
h. Other	36,752.00		40,256.00	8,143.00	85,151.00
i. Total Direct Charges	204,288.00		825,879.00	41,172.00	1,071,339.00
j. Indirect Charges	14,620.00				14,620.00
k. TOTALS	218,908.00		825,879.00	41,172.00	1,085,959.00
l. Program Income					

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES – ADMINISTRATION ON AGING

OMB Approval No. 0348-0044

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8. Senior Community Service Employment Program	\$113,259.00			113,259.00
9.				0.00
10.				0.00
11.				0.00
12. TOTALS	\$113,259.00		0.00	113,259.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL	0.00	0.00	0.00	0.00	0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.				
17.				
18.				
19.				
20. TOTALS	0.00	0.00	0.00	0.00

SECTION F - OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21 Direct Charges: Detailed Budget Narrative is attached

22. Indirect Charges:\$ 14,620.00

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

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SCSEP Equitable Distribution Report
2005 EQUITABLE REPORT FOR THE VIRGIN ISLANDS

Island	Estimated number of persons 55 and older and living at 125% of poverty or below	Percentage of Total	Actual SCSEP Positions Filled	Percentage
St. Croix	556	49.01%	67	48.20%
St. John	44	3.86%	5	3.60%
St. Thomas	533	47.12%	65	46.76%
TOTALS:	1133	99.99%	137	98.56%

Total Allotted Slots: 137

* We are aware that allotted slots is 136.

ATTACHMENT I

**VIRGIN ISLANDS DEPARTMENTS OF LABOR/HUMAN SERVICES
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
PROGRAM YEAR 2006
PERFORMANCE MEASURES AND/OR LEVELS**

Indicators of Performance	Program Year 2006
Placement Rate	29%
Service Level	162%
Most in Need	65%
Retention	64%

ATTACHMENT II

ATTACHMENT III

**VIRGIN ISLANDS DEPARTMENT OF HUMAN SERVICES
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

This agreement, by and between _____, herein referred to as the "Agency," and the Virgin Islands Department of Human Services, hereinafter referred to as VIDHS, proposes to create a meaningful and useful On-the-Job Experience training for an eligible SCSEP participant as part of his/her career development and unsubsidized employment preparation.

OBLIGATIONS OF THE AGENCY:

1. Comply with the requirements of VIDHS, its regulations and policies promulgated there under.
2. Comply with the rules and regulations governing the Senior Community Service Employment Program (SCSEP); specifically, the terms of this agreement, the *Supervisor's Manual*, and local health and safety laws, as applicable.
3. Accept only those SCSEP participants with an official referral form from VIDHS.
4. Provide an adequate and safe workstation for each participant assigned to the Agency.
5. Provide sufficient supervision, meaningful work assignments, materials, tools and equipment to each participant, as appropriate.
6. Ensure that each supervisor responsible for a participant receives an orientation by the VIDHS staff and is aware of the rules and regulations governing this program.
7. Ensure that participant(s) do not exceed the _____ hours workweek as agreed upon by VIDHS.
8. Maintain adequate attendance and performance records of the participants.
9. Hire the participant in a permanent part-time or full-time job at the end of the OJE training period
10. Advise the VIDHS liaison of any problems encountered by and/or with the participant(s)
11. Identify participants who could benefit from special counseling and advise the VIDHS liaison.
12. Prepare evaluation report(s) as requested on the progress and direction of the activities that the participants are performing.
13. Pay participant at the prevailing wage of _____ per hour.

OBLIGATIONS OF THE AGENCY'S ON-SITE SUPERVISOR:

1. Provide full-time, mature, adult supervision of participant(s) assigned to the Agency.
2. Provide sufficient meaningful training activities in the following areas:

DESCRIPTION OF TRAINING

Skills to be learned	Benchmarks	Amount of Hours
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____
E. _____	_____	_____

F. _____

G. _____

1. Ensure that each participant will have alternate supervisors for each workstation, as well as an alternative workstation during inclement weather; if the participant's regular duty station is outdoors.
2. Ensure that activities emphasize work discipline and basic job skills aimed at increasing the future employability of participants. Participants should be treated as regular employees and required to show personal responsibility, follow the worksite(s) schedule, arrive and depart on time and notify the supervisor if the schedule cannot be followed.
3. Keep an accurate attendance sheet for each participant. This sheet must show the date, daily time of arrival and departure and reflect only those hours actually attended. The attendance report must be submitted to the VIDHS on a biweekly basis.
4. Notify VIDHS liaison of a work-related injury that involves a participant.

VIDHS RESPONSIBILITIES:

1. Reimburse 50% of the wages of each participant assigned to a company 4 to 12 weeks and 100% of the wages of each participant assigned to an agency for up to 4 weeks that is not an active host agency, with the provision that the participant works within the timeframes specified and not beyond the termination date.
2. Procure and maintain Workers' Compensation for participants accepted for OJE training under this agreement.
3. Provide
 - a. Participant intake and assessment
 - b. Referral of eligible participants to the Agency
 - c. Labor market information, participant orientation and pre-employment skills training
 - d. Supervisor orientation and worksite monitoring
 - e. Other training, as required
 - f. Counseling
 - g. Ensure significant follow-up occurs to resolve potential unsafe conditions or issues between employer and participant.

IT IS MUTUALLY AGREED AND UNDERSTOOD THAT:

1. This agreement is made subject to VIDHS's receipt of funds to conduct the Senior Community Service Employment Program.
2. VIDHS staff will assign participants to the Agency based on participant's Individual Employability Plan.
3. If the Agency fails to perform under this agreement, the agreement may be terminated by VIDHS and the participants transferred to another Agency or another activity.
4. The Agency may not terminate nor reassign any participant without written permission of VIDHS. The Agency may, however, recommend action, in writing, to transfer a participant, if such request is based solely on the participant's performance.
5. A vacant participant slot may be refilled subject to the availability of funds and the participant's IEP.

Agency/Company CEO/Owner

Administrator, Senior Citizens Affairs

Date